

# Department Series Report

## 7: Executive

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>417#:Child Welfare Services Ombudsman</b>						
<b>Schedule #:</b> 787 1#:Ombudsman Case Files						
Complaints against child welfare services. Case records include: physician's records, attorney files, court documents, caseworker files and related correspondence. KEEP IN AGENCY UNTIL CASE CLOSED.	Paper	4/4/1989	Years	0	Years 10	Destroy Current
<b>107#:Community Services</b>						
<b>Schedule #:</b> 257 1#:Project Materials -Community Services						
Billhead, voucher, account statement, application, declaration of income eligibility. Retain in agency until program discontinued.	Paper	4/10/1978	Contingent Upon Event - See Description	0	Years 3	Destroy Current
<b>Schedule #:</b> 384 2#:Sub-grants & Completions						
Sub-grants - contracts, amendments, budgets, payments, correspondence, spreadsheets, purchase orders and adjustments. Completions - application, completion form, list of building work report, rental agreement, and various forms.	Paper	10/16/1985	Years	3	Years 4	Destroy Current
<b>Schedule #:</b> 623 3#:Current Word Processing						
Community Services document libraries for: general WP; system engineer files; confidential WP; weatherization documents; HEAP, TEFAP, CSBG, Head Start documents. Rotated daily in Records Center for security only.	Digital File	6/17/1987	Years	0	Destroy When Updated	0 Destroy Current
<b>Schedule #:</b> 675 4#:DP & Program Files (NEWPAC 7 REM555 or ROTPAC & ROT555)						
Contains backup of data files, application source programs, object files, control files, data entry screens, procedures, and report formats for all DCS applications with the exception of HEAP data files. Note: These disk cartridges are rotated daily, to provide offsite backup.	Digital File	7/20/1987	Years	0	Destroy When Updated	0 Destroy Current
<b>Schedule #:</b> 719 5#:Backups of HEAP client Data Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
HP84B (1984); HP85B (1985); HP86B & HP86AB (1986); HP87B & HP87AB (1987)	Digital File	5/25/1988	Years 0	Years 7	Destroy	Current
<b>Schedule #:</b> 756 6#:Head Start Assessments and Applications						
Head Start correspondence and applications for grant funding.	Paper	7/11/1988	Years 3	Years 5	Destroy	Current
<b>Schedule #:</b> 972 7#:General Correspondence (Office of Community Services)						
Memos; letters to and from the public, State and Federal agencies, non-profit organizations, and congressional offices.	Paper	2/6/1992	Years 1	No Retention 0	Destroy	Current
<b>109#:Energy Resources, Office of</b>						
<b>Schedule #:</b> 1252 1#:Energy Resources Records						
When the Bureau of Energy Resources when out of business, this is the material they dropped off at the Archives.	Paper		0	0	Archives	Current
<b>102#:Governor, Office of the</b>						
<b>Schedule #:</b> 1107 1A:Policy/Issue Records						
This series regards records on policies and issues from various federal/state/local departments or agencies, from the Office of the Governor, or other sources that are not covered in another category and add value in understanding policy decisions, actions, and initiatives. Records include, but not limited to: general files, memos, correspondence, and information on state agency activities, projects/issues, or various federal departments of the federal government, including reports, notifications, letters, etc. Examples include health policy, economic development, etc. All records, if possible, should be put into electronic format. Records are retained in agency until end of gubernatorial term.	Mixed	5/26/2016	Contingent Upon Event - See Description 0	No Retention 0	Destroy	Current
<b>Schedule #:</b> 1107 1B:Policy/Issue Records of Significant Historical Value						

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This series regards records on policies and issues from various federal/state/local departments or agencies, from the Office of the Governor, or other sources and add value in understanding policy decisions, actions, and initiatives that have significant historical value. Records include but not limited to: general files, memos, correspondence, and information on state agency activities. Examples of significant historical value would include major reforms of departments (such as merging departments), reform of tax code, constitutional referendums, etc. All records, if possible, should be put into electronic format. Records are retained in agency until end of gubernatorial term.	Mixed	5/26/2016	Contingent Upon Event - See Description	0	No Retention	Archives	Current
<hr/>							
Schedule #:	1107	1C:Governor Files					
This series regards records that document policy actions and decisions made by the Governor, including correspondence, directives, and memorandums. These records support the Office of the Governor and add value to the proper understanding of the decisions and official actions of the Governor. Records are retained in agency until end of gubernatorial term.	Mixed	5/26/2016	Contingent Upon Event - See Description	0	No Retention	Archives	Current
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Schedule #:	1107	2#:Constituent Affairs Files					
This series documents constituent correspondence that relate to the transaction of public or governmental business received by, responded to, or referred to an agency for response by the Governor's Office. Paper records may be destroyed once an electronic record is made.	Digital File	5/26/2016	Years	2	No Retention	Destroy	Current
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Schedule #:	1107	5A:Nomination and Appointment Files - Unsuccessful Candidates					
This series is for records regarding the consideration for appointment/nomination of individuals to serve on boards, commissions, judicial positions, department/agency positions, etc. who are neither appointed nor nominated, or are nominated but not confirmed. This includes, but not limited to, applications and correspondence. These documents support the Governor's efforts to fill positions that require appointment or nomination by the Governor. Records are retained in the agency until the business need ends.	Digital File	5/26/2016	Contingent Upon Event - See Description	0	No Retention	Destroy	Current
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Schedule #:	1107	5B:Nomination and Appointment Files - Appointed or Confirmed					

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
<p>This series documents records regarding the appointment, confirmation, and term(s) of individuals to serve on boards, commissions, Judicial positions, department/agency positions, etc., including positions that require Senate confirmation.</p> <p>This includes, but not limited to, applications and correspondence. These documents support the Governor's efforts to fill positions with the state that require appointment or nomination by the Governor. Once digitized the paper records may be destroyed. Electronic records kept in agency until one year after appointment/confirmation.</p>	Digital File	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
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Schedule #:	1107	5C:Nomination and Appointment Files - Tax, Criminal and Driving History Records						
<p>This series is for documents which contained tax records, criminal history, driving records of individuals that are provided to assist the office with appointments and confirmations. These records assist the office assess the suitability of candidates for positions. Records are retained in agency until appointment or confirmation.</p>	Digital File	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
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Schedule #:	1107	5D:Nomination and Appointment Files - Posting Documents						
<p>This series documents records regarding the posting documents signed by the governor for the appointment, confirmation, and term(s) of individuals to serve on boards, commissions, Judicial positions, department/agency positions, etc., including positions that require Senate confirmation. These documents are publicly posted outside the Office of the Governor temporarily and will be retained within the agency until the end of the gubernatorial term.</p>	Digital File	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
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Schedule #:	1108	7A:Governor's Schedule - Scheduling Files						
<p>This series is regarding requests to the governor for a meeting or an invitation to an event. This includes requests, internal processes, approvals and regrets, logistics, and arrangements. Once an electronic version of the record is made any paper copy can be destroyed.</p>	Digital File	5/26/2016	Years	2	No Retention	0	Destroy	Current
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Schedule #:	1108	7B:Governor's Schedule - Schedule						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
This series is for the governor's schedule, which is currently maintained in Microsoft Outlook. The electronic calendar is retained in agency until the end of the gubernatorial term.	Digital File	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
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<b>Schedule #:</b> 1129 11#:Press Releases						
Public statements released to the media by the Governor's Press Secretary. Keep in agency until term expires.	Paper	11/22/1994	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
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<b>Schedule #:</b> 1129 11A:Press Materials - General						
This series documents press activities and materials, including letters to the editor, op-eds, press releases, radio addresses, speeches, talking points, etc. Once an electronic version is made any hard copies may be destroyed. The electronic copy of the final version, including an audio file when applicable, is retained in the agency until end of the gubernatorial term and then provided to the Archives.	Digital File	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
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<b>Schedule #:</b> 1129 11B:Press Materials - Correspondence						
This series documents correspondence received and sent relating to press activities, including media requests. Any paper copies will be retained in the agency until an electronic version is made and then destroyed.	Digital File	5/26/2016	Years	2	No Retention	0 Destroy Current
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<b>Schedule #:</b> 1129 11C:Press Materials - State of the State Address						
This series documents the governor's annual state of the state address. The records of the annual State of the State Address will be retained in the agency until the end of the gubernatorial term.	Digital File	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
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<b>Schedule #:</b> 1281 117A:Executive Actions - Proclamation Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
This series documents the official signed copies of proclamations, including declarations of emergency. A signed copy is also provided to the Secretary of State for their records. A copy retained in agency until end of gubernatorial term.	Paper	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
<b>Schedule #:</b> 1281 117B:Executive Actions - Executive Orders								
This series documents the official, signed copy of an executive order (E.O.) with all referenced attachments. Copies of the E.O. are to be provided to the Maine State Law and Legislative Reference Library and Legislative Council. An electronic copy is uploaded to the Governor's website. The record is retained in the agency until end of the gubernatorial term.	Mixed	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
<b>Schedule #:</b> 1281 117C:Executive Actions - Agreements with Other Governments								
This series documents official records for agreements with other governments, such as trade agreements, memorandums of understanding, memorandums of agreements, etc. The record is retained in the agency until end of the gubernatorial term.	Paper	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
<b>Schedule #:</b> 1690 20#:Maine State Employees Combined Charitable Appeal Campaign (MSECCA)								
These records support the Maine State Employees Combined Charitable Appeal Campaign (MSECCA) program, a coordinated campaign to encourage financial support from state employees for various charitable agencies. The records are used for accountability of how employee’s contributions are distributed to the various charitable organizations. All records pertaining to Federal and Agency submission applications and Committee decisions, correspondence, campaign audit reports, administrator contracts, Planning & Admission Committee meetings.	Paper	9/15/2008		0	Years	10	Destroy	Current
<b>Schedule #:</b> 2005 21:Pardon Board Documentation - Warrants								
This series regards the official documents, warrants, in the granting of a pardon or clemency. Three copies are made: one copy is retained within the agency; one is provided to the Department of Corrections; and one provided to the recipient of the pardon or clemency. The documents will remain within the agency until the end of the gubernatorial term.	Paper	5/26/2016	Contingent Upon Event - See Description	0	Years	70	Archives	Current
<b>Schedule #:</b> 2005 22:Pardon Board Documentation - Other Pardon/Clemency Documents								

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Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
This series regards documents associated with a pardon or clemency requests, other than the warrant, including any memoranda describing cases and reasons for pardon request: correspondence scheduling hearings and notifying interested parties of hearing outcomes; other related correspondence, etc. These documents are retained in agency until business need ends (once the pardon or clemency is granted and would not need to be accessed).			Mixed	5/26/2016	Contingent Upon Event - See Description	0	No Retention	Destroy	Current	
Schedule #:	2015	23:State Procurement Review Committee Documents								
This series regards records regarding the Governor's Office role in the review of contracts, amendments, or requests for proposals under the authority of the State Procurement Review Committee, as established by Executive Order 07 FY 10/11, including correspondence with agencies and the Division of Purchases. All official documents are retained by DAFS's Division of Purchases and the contracting agency.			Digital File	5/26/2016	Years	2	No Retention	0	Destroy	Current
Schedule #:	2016	24:Legal Records - FOAA Records								
This series regards records maintained on requests made under the Freedom of Access Act (1 MRSA §400 et seq), that are not included under General Schedule 17, including requests, correspondence, and documents provided. Any paper record may be destroyed once an electronic version is made.			Digital File	5/26/2016	Years	1	No Retention	0	Destroy	Current
Schedule #:	2016	25:Legal Records - Privileged Legal Opinion/Advice to Governor								
This series regards privileged records between staff counsel and the governor that provide legal advice and/or opinion. Records are retained in agency until end of gubernatorial term.			Mixed	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Schedule #:	2016	26:Legal Records - Legal Opinion/Advice to Staff								
This series regards non-privileged records between counsel and other office staff or others that provide legal advice and/or opinions. Records are retained in agency until end of gubernatorial term.			Mixed	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Schedule #:	2017	27:Legislation - Legislative Record and Tracking								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
This series regards records on bills before the legislatures, including, but not limited to, analysis, recommendations, testimony, edits, letters of opposition/support, and communications. This also includes databases, documents, and communications that relate to the tracking of bills, communications from the legislative policy coordinator regarding assignment of bills, or updates on legislative actions on a bill. If the record is in paper, it can be destroyed once an electronic version made. Electronic records are retained in agency until the start of the next regular legislative session.	Digital File	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Schedule #: 2017 28:Legislation - Documents Signed by Governor								
This series regards the signed copies of bills, vetoes or other legislative documents signed by the Governor. Signed copies of legislation are provided to the legislature and an electronic version provided to the Secretary of State. Signed vetoes are provided to the legislature, while an electronic copy is retained within agency. All records in this series are retained in agency until end of gubernatorial term. See also Legislative Schedules 1396, Series 6 and Schedule 1011, Series 10; Secretary of State Schedule 304, Series 8.	Paper	5/26/2016	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
800#:Office of Policy and Management								
Schedule #: 2006 1:Redistricting Liaison Files								
The Office of Policy and Management acts as the Redistricting Liaison to the U.S. Census Bureau to represent the state's needs. P.L. 94-171, enacted by Congress in December 1975, requires the U.S. Census Bureau to provide state legislatures with the small area census population tabulations necessary for legislative redistricting. The records in this file include, but are not limited to, electronic redistricting maps, communications with the Census Bureau and local organizations related to the Office's role as redistricting liaison.	Digital File	5/27/2016	Years	10	No Retention	0	Archives	Current
Schedule #: 2007 2:State Data Center Materials								



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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Office of Policy and Management acts as the lead agency of the Census State Data Center in partnership with the U.S. Census Bureau. The State Data Center lead is appointed by the Governor. The role of the lead is to assist in making data available to the public through a network of state agencies, universities, libraries, and local governments. These records include Memoranda of Understanding, documents created in conjunction with training sessions and affiliate meetings, and any other significant records that may be prepared by or received by the Office to support this role. U.S. Commerce Department publications received as part of this program are excluded from this schedule as they are retained according to the Memorandum of Agreement between the Office and the U.S. Census Bureau.	Digital File	5/27/2016	Years 5	No Retention	0 Destroy	Current
<b>Schedule #:</b> 2009 3:Files for Major Policy Projects and Initiatives						
These records are for work the Office does to support major policies and initiatives of the Governor that have historical value. This would include work in support of zero based budget, significant agency reforms, and assistance provided to other agencies. These records add to the proper understanding of policy decisions and actions and include correspondence, memos, data charts, etc.	Digital File	5/27/2016	Contingent Upon Event - See Description	0	No Retention 0	Archives Current
<b>Schedule #:</b> 2018 4:General Policy Projects and Files						
These records support the general activities of the Office of Policy and Management. These records add to the proper understanding of policy decisions, actions, but do not directly contribute to their outcome. They also document day-to-day Office responsibilities and include correspondence, memos, charts, and one-pagers that do not add to the outcomes of policy. These records are retained in the Office until the end of the gubernatorial term.	Digital File	5/27/2016	Contingent Upon Event - See Description	0	No Retention 0	Destroy Current
<b>Schedule #:</b> 2019 5:General State Economist Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The State Economist is housed within the Office of Policy and Management. These records support the State Economist in fulfilling the position's role and responsibilities. The records may include economic impact analyses, presentations, ad hoc research, and other records of significance generated by the State Economist that are not covered by other specific records retention schedules. The records may be used by other staff in the Office of Policy and Management or in other parts of State government, by the business community, media, and the general public, among others. Records are used to help further the understanding of Maine's economic and demographic situation, but do not contribute to the formulation of policy.	Digital File	5/27/2016	Years 5	No Retention 0	Destroy	Current
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<b>Schedule #:</b> 2020 6:Statutorily Required Reports						
Under statute, the Office of Policy and Management is required to provide reports either on a periodic or one-time basis. These records include the official version of the reports and significant background material that adds to the understanding of the development of the report. By way of example, Public Law 2005, Chapter 2 requires the office to report on the progress made by the State, municipalities, counties, and school administrative units (SAUs) in achieving the tax burden reduction goals identified in statute. The records for this report include the report and corresponding data. Copies of reports will also be provided to the Maine State Library.	Digital File	5/27/2016	Years 5	No Retention 0	Archives	Current
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<b>Schedule #:</b> 2021 7:Legislative Files						
The Office of Policy and Management may be assigned bills to monitor or to handle on behalf of the Office of the Governor. The files provide information about the Administration's positions on the legislation. Records include: written testimony, letters, legislative appraisal forms, etc. These records would be retained in the Office until the end of the gubernatorial term.	Digital File	5/27/2016	Contingent Upon Event - See Description	0 No Retention 0	Destroy	Current
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<b>Schedule #:</b> 2022 8:Population Projection Files						
The State Economist puts together population projections every other year for the state, counties, and municipalities. These records support this responsibility and include the projections and the underlying data.	Digital File	5/27/2016	Years 10	No Retention 0	Archives	Current
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<b>Schedule #:</b> 2023 9:Director's General Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Office of Policy and Management retains these records to document policy issues and decisions made by the Director. These records support the office and the Governor's Office. Records include: correspondence, speeches, policy recommendations, and memorandums that add to the proper understanding of the responsibilities, policies, and actions of the Office of Policy and Management. These records will be retained in the office until the end of the gubernatorial term.	Digital File	5/27/2016	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current
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<b>Schedule #:</b> 2024 10:Boards and Commissions Staffed by the Office of Policy and Management						
The Office of Policy and Management staffs various boards and commissions as assigned by the legislature or by the Governor. Records from these boards and commissions support the Governor, Legislature, and other state agencies for making policy decisions, developing legislation, and implementing program changes. By way of example, records for the Consensus Economic Forecasting Commission include both preparation materials such as background materials, agenda, and forecast documents as well as follow-up including final forecasts and the final report. It also includes records for any data gathering sessions held by the Commission.	Digital File	5/27/2016	Years	5 No Retention	0 Archives	Current
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<b>413#:Public Advocate</b>						
<b>Schedule #:</b> 325 1A:Docket System						
Each case in which the Public Advocate intervenes, before the PUC, is assigned a docket number. All material relating to that case is files with it under that number. Files contain procedural orders, direct testimony, motions, data requests files by intervenors, responses to those data requests, rebuttal, surrebuttal testimony, material gathered by the staff concerning past similar cases, briefs files by PUC staff and all intervenors, reply briefs files by PUC staff and all intervenors, decision and order by PUC, and numerous other kinds of papers which might or might not be included, depending on the case. Note: After Records Center retention period, Special Materials are to be transferred to Archives; remainder of series is to be destroyed.	Paper	10/8/1987	Years	2 Years	5 See Description	Current
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<b>Schedule #:</b> 325 1B:Docket System - Special Materials						

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Each case in which the Public Advocate intervenes, before the PUC, is assigned a docket number. All material relating to that case is files with it under that number. Files contain procedural orders, direct testimony, motions, data requests files by intervenors, responses to those data requests, rebuttal, surrebuttal testimony, material gathered by the staff concerning past similar cases, briefs files by PUC staff and all intervenors, reply briefs files by PUC staff and all intervenors, decision and order by PUC, and numerous other kinds of papers which might or might not be included, depending on the case. Note: After Records Center retention period, Special Materials are to be transferred to Archives; remainder of series is to be destroyed.	Paper	10/8/1987 Years	2	Years 3	Archives	Current
<b>Schedule #:</b> 325 2#:Company Files						
The Public Advocate receives, at its own discretion, most of the information required by the Public Utilities Commission from the various utilities of Maine. This information includes annual reports of the companies for the stockholders, for PUC, for FERC, and for other agencies. Monthly reports on power usage, and other material of this nature. Also included are company filings before the FCC, SEC and other federal agencies.	Paper	10/8/1987 Years	5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 325 3#:Public Advocate General Files						
The general files contain correspondence between this agency and various other state agencies, including the Governor's office and the Legislature various reports from other agencies which are used for research, consumer complaints, correspondence with advocacy agencies in other state governments and in the private sector.	Paper	10/8/1987 Years	3	No Retention 0	Archives	Current
<b>Schedule #:</b> 325 4#:Federal Cases (Public Advocate)						
The Public Advocate at its discretion intervenes in some cases before the following Federal agencies: Federal Energy Regulation Commission, Federal Communications Commission, National Energy Board. Files contain original company filing, interventions, hearing notices, and copies of all material files with the Federal agency.	Paper	10/8/1987 Years	2	Years 5	Destroy	Current
<b>Schedule #:</b> 325 5#:Bureau of Insurance Cases						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Public Advocate has been required by the Legislature to intervene in Workers' Compensation rate cases, and is authorized by the Administrative Procedures Act to represent consumers in other Bureau of Insurance cases. Files contain filings by insurance companies and other intervenors; financial information; and other specific material, including the testimony of the Public Advocate witnesses and those of other parties, briefs and the records of Bureau of Insurance cases appealed to Maine or federal courts in which the Public Advocate participated. Retention counted from close of case.	Paper	10/8/1987	Years 2	Years 5	Destroy	Current
<b>151#:State Development Office</b>						
<b>Schedule #:</b> 85 1#:Correspondence						
Incoming and outgoing correspondence pertaining to requests for information, requests for pamphlets and films, letters of acknowledgement and letters drafted by the department for Governor's signature.	Paper	2/20/1975	Years 3	No Retention 0	Destroy	Current
<b>Schedule #:</b> 85 2#:Activity Reports						
Weekly activity report sent to Commissioner by division directors. Contains highlights of weekly activities.	Paper	2/20/1975	Years 2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 109 4#:Promotional Materials						
Includes copies of press releases; photographs; clippings from newspapers; films; publications; data concerning showings of films; materials concerning exhibits at expositions, products shows; and world fairs; and correspondence related thereto.	Paper	5/29/1985	Years 2	No Retention 0	Archives	Current
<b>Schedule #:</b> 109 5#:Research and Analysis						
Copies of industrial surveys and questionnaires; copies of lists of new industries, and dropouts; copies of lists of industrial grants; copies of reports which are the result of contracted industrial research; and correspondence related thereto. These are copies prepared for distribution.	Paper	5/29/1985	Years 2	No Retention 0	Archives	Current
<b>Schedule #:</b> 109 6#:Loan Applications						

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Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Copies of applications from Maine industries requesting federal loans from SBA, OEDP, and ARA.			Paper	5/29/1985	Years 2	No Retention	0	Archives	Current
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Schedule #:	109	7#:Commissioners Correspondence							
Day to day activities of department.			Paper	5/29/1985	Years 3	No Retention	0	Archives	Current
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